

DDF
ODP 81-460
10 April 1981

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MEMORANDUM FOR: [REDACTED]
DDA Grievance Officer
FROM: [REDACTED]
ODP Grievance Officer
SUBJECT: Proposed Meeting of Grievance Officers
REFERENCE: Your memo dtd 25 March, same subject

1. In response to your memo, I suggest that the following agenda items be covered at the proposed meeting.

- What constitutes a grievance?
- What record keeping is required for grievances?
- Should line managers notify Grievance Officers if they settle an employee grievance locally?
- What documentation is necessary during grievance investigations?
- Is there a procedural handbook for Grievance Officers?
- What is the purpose of the annual grievance report?

2. I believe a general review of the grievance system and procedures would be helpful, especially if it is accompanied by an outline or notes we can carry away with us. Something like IPD's handbook for FOIA and Privacy would be very useful for those of us who handle grievances only occasionally as one of many duties.

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O/D/ODP/[REDACTED]:ee/10 April 81

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25 March 1981

ODP # 81-407

MEMORANDUM FOR: Grievance Officer, Office of Communications
Grievance Officer, Office of Data Processing
Grievance Officer, Office of Finance
Grievance Officer, Office of Logistics
Grievance Officer, Office of Medical Services
Grievance Officer, Office of Security
Grievance Officer, Office of Information Services
Grievance Officer, Office of Training and Education

STAT FROM:
DDA Grievance Officer

SUBJECT: Proposed Meeting of Grievance Officers

STAT 1. The IG Grievance Group has proposed that a meeting of all Agency Grievance Officers be held in the near future to determine how the grievance system is working and to discuss matters of mutual interest. The meeting will be an all-day affair (site yet to be determined) and will be similar in nature to the seminar held at in June 1979, but with more participation on our part in the organization of the meeting. I'll let you know as soon as the date and details are determined.

2. In preparation for this meeting, we have been asked to come up with a list of questions, problems, and other matters appropriate for use as agenda items. I would appreciate such a list from each of you by 10 April 1981.

3. If you need any further information, call me

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